

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

INSTRUCTIONS FOR EXPUNGEMENT AFTER ARD COMPLETION

Expungement is the removal of an offense from your criminal record. While information about the expunged offense will no longer appear on background checks, law enforcement and the Courts may still access this information to determine your eligibility for alternative punishment programs and grade future offenses.

The expungement process usually takes approximately 3-6 months to complete. If your Application for Dismissal and Petition for Expungement is approved, a copy of the Expungement Order will be mailed to you at the address listed on the petition.

To qualify, you must have satisfactorily completed the ARD Program and you have paid in full all Costs.

To request expungement of a Criminal offense, please complete the attached Application for Dismissal, Petition for Expungement, and the top section of the attached order. **(Your Petition may be rejected if not filled in completely)**

Include a filing fee of \$75.00 to: **(NO PERSONAL CHECKS)**

Centre County Prothonotary
102 South Allegheny Street
Room 102
Centre County Courthouse
Bellefonte, PA 16823

****For further assistance with completing your petition and the top of the order go to: <http://ujsportal.pacourts.us>**

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA

VS.

Docket No. CP-14-CR-_____

ARD EXPUNGEMENT ORDER OF COURT

AND NOW, to-wit, this _____ day of _____, 20____, the within petition having been presented in open Court, and, upon consideration thereof, IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the Clerk of Courts shall serve a certified copy of this Order upon the following persons, keepers of records, pertaining to the above captioned criminal proceedings:

(1) PA Central Repository (2) Arresting Agency _____ (3) Magisterial District Judge _____
(4) District Attorney (5) Probation (6) Centre County Prison (7) Central Booking (8) AOPC
(9) Penn Dot (if applicable)

IT IS ORDERED, ADJUDGED AND DECREED that the aforementioned keepers of criminal records shall expunge any reference in the official and unofficial arrest and other documents pertaining to the arrest or prosecution or both of the above named individual in the above captioned criminal proceedings for the eligible charges, with the exception of the District Attorney's records concerning ARD and PWV, which shall be used solely for the purpose of determining subsequent eligibility for ARD and PWV, and that said keepers of such criminal records shall file with this Court and Affidavit stating the mandates of this Order have been fulfilled within thirty (30) days of receipt of this Order.

IT IS ORDERED, ADJUDGED AND DECREED that the Clerk of Courts shall expunge any reference in the indices of the official and unofficial arrest and other documents pertaining to the arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the eligible charges.

The information required appears on the attached page(s) which is hereby incorporated into this Order by Reference.

BY THE COURT:

COMMONWEALTH OF PENNSYLVANIA

VS

Common Pleas Docket No. CP-14-CR - _____ - _____

Defendant's Address: _____

Email Address: _____

Aliases: _____

Date of Birth: _____

Soc. Sec. No.: _____ - _____ - _____

Eligible Charge(s): _____

Disposition: ARD

Reason for Expungement: ARD Completed

MDJ Docket No.: _____ - _____ - _____

MDJ Court Number: _____

Name/Address of Court of Common Pleas Judge who entered ARD Placement:

Date of Arrest/Complaint/Citation Filed: _____

OTN/Citation #: _____

Arresting Agency/Address: _____

Fines, Costs, Restitution Paid? _____

The Document to which this certification is attached is a full, true, and correct copy of the original on file and of record in my office.

ATTEST: _____ BY: _____ DATE: _____

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA
VS

NO: CP-14-CR-____-____

APPLICATION FOR DISMISSAL OF CHARGES UPON SUCCESSFUL COMPLETION OF A.R.D.

AND NOW, _____, 20____, the Defendant in the above-captioned case makes application for dismissal of the eligible criminal charges _____. This is in accordance with PA. R. of Cr. P., No. 319, as the Defendant has successfully completed the A.R.D program.

DEFENDANT

ADDRESS

APPROVAL OF THE PROBATION DEPARTMENT TO DISMISS CHARGES

The Centre County Probation Department hereby certifies that the above named has satisfactorily completed the A.R.D program prescribed, complied with its conditions and all costs have been paid.

CHIEF PROBATION OFFICER

APPROVAL OF THE DISTRICT ATTORNEY TO DISMISS CHARGES

The Centre County District Attorney's Office has reviewed the Petition of the above named and has no objection to the dismissal of the eligible charges, based upon the successful completion of his A.R.D program.

DISTRICT ATTORNEY

ORDER

AND NOW, this ____ day of _____, 20____, it appearing to the Court that defendant, _____, has satisfactorily completed the terms and conditions of his A.R.D Order, and that the District Attorney has no objections, Defendant's Application for Dismissal is hereby approved and it is ordered the following eligible criminal charges filed to the above Docket number be dismissed:

ELIGIBLE CHARGES: _____

BY THE COURT,

**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION**

NAME: _____

DOCKET NO: _____

AFFIDAVIT OF EXPUNGEMENT

This is to certify that the official arrest and criminal records and other documents filed pertaining to the particular arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the above listed eligible charge(s) and count(s) which are in custody of and in control of this Office, have been expunged.

DATE: _____

CERTIFYING OFFICER

COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA
CRIMINAL DIVISION

COMMONWEALTH OF PENNSYLVANIA
VS

NO: CP-14-CR-_____-_____

PETITION TO EXPUNGE RECORD

TO THE HONORABLE JUDGE OF SAID COURT:

AND NOW, the above named defendant, _____ respectfully represents as follows:

1. Petitioner was arrested by Officer _____ on _____, 20____, and charged with the following charges in violation of the Pennsylvania Crimes Code: _____
2. Subsequently, a Criminal Complaint was served upon the Petitioner formally charging him/her with the crime as above stated.
3. On _____, 20____, upon Motion by the District Attorney, pursuant to Rule 310 of PA. Rule of Criminal Procedure, the Petitioner was accepted into the Accelerated Rehabilitative Disposition Program for the following charges: _____
4. On _____, 20____, the Petitioner successfully completed all terms and conditions of said Accelerated Rehabilitative Disposition Program.
5. The Centre County District Attorney's Office, the _____ Police Department, the Pennsylvania State Police, and the Federal Bureau of Investigation maintain records, reports, and fingerprints regarding this foregoing.
6. The aforementioned law enforcement agencies have no compelling interest in maintaining the above records, reports, and fingerprints and have so demonstrated by placing Petitioner in the Accelerated Rehabilitative Disposition Program: Commonwealth V. Wexler, ____ PA. ____, 431 A.2d 877 (1981).
7. Conversely, Petitioner will suffer serious harm from the Commonwealth's retention of his/her arrest record, reports, and fingerprints.

WHEREFORE, pursuant to Commonwealth V. Armstrong, ____ PA. ____, 434 A.2d 1205 (1981), and Commonwealth V. Wexler, supra, it is prayed that the above records, reports and fingerprints be expunged.

Respectfully Submitted,

DEFENDANT (sign here)

ADDRESS

After consideration of the Petition to Expunge Record filed in the above-captioned case, the Commonwealth does not oppose the entry of the attached order granting expungement of the terms and conditions stated therein.

DATE

DISTRICT ATTORNEY